Using ‘CatPAWS for Students

Accessing Your ‘CatPAWS Account

The ‘Cat Personal Access to Web Services program (‘CatPAWS) is a web-based program used to enroll for classes, and to add or drop classes. Class Schedule is also available prior to enrollment period on ‘CatPAWS main menu.

Access your ‘CatPAWS account from the Northwest Homepage (http://www.nwmissouri.edu). Once on the Northwest Homepage, ‘CatPAWS is located in the CONNECT menu under the Quick Tools list.

Logging into Your ‘CatPAWS Account

To enter the Secure Area of ‘CatPAWS, log on using your Bearcat Card ID Number and password.

1. Click on ‘CatPAWS.
2. Click on Login/Enter Secure Area.
   • The User Login window will appear.
3. Type in your Bearcat Card ID Number and password.
4. Set a new password the first time you log in or when your password expires.
   • The password must be a minimum of six characters in length with a maximum of fifteen characters allowed and MAY BE ALPHA/NUMERIC.
5. Create a security question and answer.
6. Read and agree to The Terms of Usage.

Inside the Secure Area of Your ‘CatPAWS Account

The Main Menu includes: Personal Information, Student, and Financial Aid. To register for classes, click on the Student tab or link. Subcategories include: Registration and Student Records.

To Enroll, Drop or Add classes, do the following:

1. Click on Student
2. Click on Registration
3. Click Select Term
4. Click the black arrow next to Select a Term
5. A pull down menu will then appear
6. Click on the Term you desire
7. Example: Spring 2019
8. Click the Submit button
9. The Registration menu displays
10. Click Add/Drop Classes
11. To continue, you must enter your Alternate PIN (six characters in length), which has been given to you by your Advisor. The Alternate PIN is your Advisement/Enrollment Password. You must enter your Alternate PIN for initial enrollment.
   • If it is your enrollment time, you will be allowed to enroll.
   • Once you have entered your Alternate PIN, Click the Submit button to enroll for classes.
   • After your initial enrollment, the Alternate PIN is not required to Add/Drop classes.
12. To add classes, enter the Course Reference Number (CRN) in the Add Classes Worksheet or click the Class Search button to find the Course Reference Numbers.
   • Click on Class Search, to perform a Course Search or an Advanced Search
   • Both Course Search and Advanced Search display a drop-down menu list of available Subjects/Departments to search for classes
13. Scroll through the departments listed and click the Subject you wish to search.
   • To select multiple Subjects, either use the ‘Shift Key’ to select consecutive values, or use the ‘Ctrl Key’ to select non-consecutive values.
14. Click the Course Search button to display all classes offered in a specific Subject(s).
   • A listing of classes will appear
   • Click View Sections to display detailed section information for a specific course
15. Click the Advanced Search button to view ALL sections of ALL courses for a Subject, or to narrow your search as follows.
   • Select the desired subject(s) and additional search criteria including Course Number, Course Level, Part of Term, Instructor Name or Attribute.
   • Click Section Search
16. Click on the checkbox next to the appropriate course number of the class you wish to add
   • A checkmark will appear in the checkbox
17. Click the Add to Worksheet button
   • This will add the CRN to the Add Classes Worksheet
18. Once all Course Reference Numbers are listed on the Worksheet, click Submit Changes button
   • You will now be registered in these courses and the Current Schedule menu will appear.
19. To drop a class, simply click on the black arrow beneath Action
20. Click Drop Course
21. If no options are listed beneath Action field, then the class may not be dropped.
22. Click the Submit Changes button
   • You will now be dropped from the course.

To look-up classes to add outside the Add/Drop area, do the following:

1. Click on Student.
2. Click on Registration
3. Click on Look-up Classes
4. Select a Term by clicking on the black arrow beneath Search by Term
5. Click on the Term
   • Example: Spring 2019
6. Click the Submit button
   • You will now be in the Look-up Classes to Add menu
7. Click on either Course Search or Advanced Search
   • Both Course Search and Advanced Search display a drop-down menu list of available Subjects/Departments to search for classes
8. Scroll through the departments listed and click the Subject you wish to search.
   • To select multiple Subjects, either use the 'Shift Key' to select consecutive values, or use the 'Ctrl Key' to select non-consecutive values.
9. Click the Course Search button to display all classes offered in a specific Subject(s).
   • A listing of classes will appear
10. Click View Sections to display detailed section information for a specific course
11. Click the Advanced Search button to view ALL sections of ALL courses for a Subject, or to narrow your search as follows.
   • Select the desired subject(s) and additional search criteria including Course Number, Course Level, Part of Term, Instructor Name or Attribute.
   • Click Section Search
12. Click on the checkbox next to the appropriate course number of the class you wish to add
    • A checkmark will appear in the checkbox.
13. Click on the Register button
    • If it is your enrollment time, you will be allowed to enroll.
14. To continue, you must enter your Alternate PIN (six characters in length, which has been given to you by your Advisor. The Alternate PIN is your Advisement/Enrollment Password. You must have the Alternate PIN for initial enrollment.
    • Once you have enrolled, the Alternate PIN is not required to Drop or Add a class.
15. Once you have entered your Alternate PIN, click the Submit button and you will be enrolled in the course and it will be added to your class schedule.

To check your Registration Status, do the following:
Check for any HOLDS ON REGISTRATION and view TOTAL EARNED CREDIT HOURS.

1. Click on Student (if you are not already in this area)
2. Click on Registration
3. Click on Check Your Registration Status
   • Provides registration holds and your total earned credit hours.

To view your Degree Audit, do the following:

1. Click on Student (if you are not already in this area)
2. Click on Degree Audit link (bottom of menu)
3. Click on Degree Audit button
4. View the Degree Audit
5. Click Log Out (upper right) to exit your CatPAWS account
To run a ‘What-If” Audit, do the following:

1. Click on Student (if you are not already in this area)
2. Click on Degree Audit link
3. Select the Worksheet Tab
4. Click on What-If
5. Select the following (as appropriate)
   a. Level
   b. Degree
   c. Catalog Year
   d. Major(s) – multiple majors may be selected
   e. Minor(s) – multiple minors may be selected
   f. Concentrations(s) – if appropriate
6. Click Process What-If button
7. Scroll down to View the What-if Audit

To View 5-Week and 10-Week Grades, do the following:

1. Click on Student
2. Click on Student Records
3. Click on 5-Week/10-Week Grade Summary by Term
4. Click the black arrow next to Select 5-Week/10-Week Grade Term to View
5. A pull down menu will then appear
6. Click on the Term you desire
7. Example: Fall 2018
8. Click the Submit button
9. View your 5-Week/10-Week Grades for the Selected Term.

To View Midterm Grades, do the following:

1. Click on Student
2. Click on Student Records
3. Click on Midterm Grades
4. Click Select Term
5. Click the black arrow next to Select a Term
6. A pull down menu will then appear
7. Click on the Term you desire
8. Example: Fall 2018
9. Click the Submit button
10. View your Midterm Grades for the Selected Term.

To View Final Grades, do the following:

1. Click on Student
2. Click on Student Records
3. Click on Final Grades
4. Click Select Term
5. Click the black arrow next to Select a Term
6. A pull down menu will then appear
7. Click on the Term you desire
8. Example: Fall 2018
9. Click the Submit button
10. View your Final Grades for the Selected Term.

To view your Academic Transcript, do the following:

Find your TOTAL EARNED CREDIT HOURS AND GRADE POINT AVERAGES by scrolling to end of transcript.

1. Click on Student (if you are not already in this area)
2. Click on Student Records
3. Click on Academic Transcript
4. Select Transcript Level – All Levels
5. Select Transcript Type – Web
6. Click the Submit button
7. View your Academic Transcript using the scroll bar.
To Apply to Graduate, do the following:

1. Click on Student
2. Click on Student Records
3. Click on Apply to Graduate
4. Enter Hometown information
5. Click Submit
6. Select the Current Term (or most recent term) to display your active Degree and Major/Minor options
7. Example: Fall 2018
8. Click the Submit button
9. Choose the correct Degree and Major/Minor option from Select Curriculum
10. Click Continue
11. Select a Graduation Date (i.e. Term: Spring 2019)
12. Click Continue
13. Select a Name for your Diploma from the drop-down list
14. Click Continue
15. Enter (or edit) your name to be printed on the diploma
16. Click Continue
17. Select an Address for your Diploma from the drop-down list
18. Click Continue
19. Enter (or edit) your Diploma Mailing Address
20. Click Continue
21. Review your Graduation Application to ensure all information is correct.
22. Click Submit Request

Logging out of 'CatPAWS:

To log out of 'CatPAWS, click Signout in the top, right-hand corner of the page. You will then have the option of returning to the 'CatPAWS homepage or you can simply close the browser. If you select the Return to Homepage option, and want to re-enter the Login/Secure Area of your 'CatPAWS account, you will need to log in once again with your ID Number and Password.